

ARCHIVE

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Archives Internship Opportunities 2024

Description

Embark on a unique and enriching experience with our Archives Internship Opportunities for 2024. This internship program provides an exceptional chance for individuals passionate about history, preservation, and archival work to contribute to the management and accessibility of valuable collections. As an intern, you will play a crucial role in preserving our cultural heritage and gaining hands-on experience in archival practices.

Responsibilities

- Assist in organizing, cataloging, and preserving archival materials.
- Contribute to the digitization of documents and photographs for enhanced accessibility.
- Aid in researching and documenting historical information.
- Support archivists in processing and arranging collections.
- Collaborate in outreach initiatives, including exhibitions and public programs.
- Assist with reference requests and inquiries from researchers and the public.

Qualifications

- Currently enrolled in or recently graduated from an accredited archival studies, library science, history, or related program.
- Strong academic background with an emphasis on archival or historical studies.
- Familiarity with archival principles, standards, and best practices.
- Excellent organizational and attention-to-detail skills.
- Proficiency in research and analytical abilities.
- Ability to handle delicate materials with care and follow preservation guidelines.

Experience

While prior archival or library experience is not required, any relevant coursework, projects, or internships would be beneficial.

Skills

- Strong written and verbal communication skills.
- Proficiency in using archival software and databases.
- Familiarity with digitization techniques and tools.
- Research and analytical skills.
- Ability to work independently and collaboratively in a team.
- Knowledge of preservation and conservation principles.

Job Benefits

- Hands-on experience in archival work.

Hiring organization

Archives

Employment Type

Intern

Duration of employment

6 Month

Industry

Government Agency

Job Location

Washington, D.C., United States,
20001, Washington, D.C., United States

Working Hours

8

Base Salary

10

Date posted

December 2, 2024

Valid through

10.12.2025

- Mentorship from experienced archivists and professionals.
- Exposure to a diverse range of historical materials and collections.
- Networking opportunities within the archival and cultural heritage field.
- Potential for academic credit (if applicable).

How To Apply

To apply for the Archives Internship Opportunities 2024, please submit your resume, a cover letter outlining your interest in archives, and contact information for two professional or academic references. The subject line should include “Archives Internship Application.”

We welcome applications from individuals of all backgrounds and are committed to fostering a diverse and inclusive internship program. Successful candidates will be contacted for interviews.